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**AGREEMENT  
BETWEEN THE  
CITY OF RANCHO SANTA MARGARITA  
AND THE  
COUNTY OF ORANGE**

**THIS AGREEMENT** is entered into this First day of May 2017 which date is enumerated for purposes of reference only, by and between the CITY OF RANCHO SANTA MARGARITA, hereinafter referred to as "CITY", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

**WITNESSETH:**

**WHEREAS**, CITY wishes to contract with COUNTY for law enforcement services; and

**WHEREAS**, COUNTY is agreeable to the rendering of such services, as authorized in Government Code Sections 51301 and 55632, on the terms and conditions hereinafter set forth,

**NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

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1 **A. TERM:**

2 The term of this Agreement shall commence July 1, 2017 and terminate  
3 June 30, 2018 unless earlier terminated by either party or extended in the  
4 manner set forth herein.

5 **B. OPTIONAL TERMINATION OR EXTENSION:**

- 6 1. COUNTY or CITY may terminate this Agreement, without cause, upon one-  
7 hundred and eighty (180) days written notice to the other party.
- 8 2. If COUNTY and CITY have not entered into a written agreement by June 30,  
9 2018 for COUNTY to provide to CITY, during all or part of the period  
10 between July 1, 2018 and June 30, 2019, law enforcement services similar  
11 to those specified herein, then SHERIFF, on behalf of COUNTY, and CITY's  
12 Manager, on behalf of CITY, are authorized to execute a written amendment  
13 to this Agreement that provides as follows and does not materially alter other  
14 terms of the Agreement: SHERIFF shall continue to provide to CITY all or a  
15 designated part of the law enforcement services specified herein, for a  
16 specified time period between July 1, 2018 and August 31, 2018, and CITY  
17 shall pay COUNTY the full costs of providing such services. Such full costs  
18 may be greater than those listed herein for the period July 1, 2017 through  
19 June 30, 2018. SHERIFF and CITY Manager shall file copies of any such  
20 amendments to this Agreement with the Clerk of COUNTY's Board of  
21 Supervisors and CITY's Clerk.

22 **C. REGULAR SERVICES BY COUNTY:**

- 23 1. COUNTY, through its Sheriff-Coroner and deputies, officers and employees,  
24 hereinafter referred to as "SHERIFF", shall render to CITY law enforcement  
25 services as hereinafter provided. Such services shall include the  
26 enforcement of lawful State statutes and lawful municipal ordinances of  
27 CITY other than licensing ordinances.

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1 **C. REGULAR SERVICES BY COUNTY:** (Continued)

- 2 2. The night, day and evening patrol and supervisory shifts will be established  
3 by SHERIFF. Personnel of each shift may work varying and different times  
4 and may be deployed to other shifts when, in the opinion of SHERIFF and  
5 CITY Manager, the need arises. Any long-term shift deployment change will  
6 be reported to the CITY's Council.
- 7 3. The level of service, other than for licensing, to be provided by the COUNTY  
8 for the period July 1, 2017 through June 30, 2018 is set forth in Attachment  
9 A and incorporated herein by this reference.
- 10 4. For any service listed in Attachment A of this Agreement that is provided to  
11 CITY at less than 100% of a full-time SHERIFF position, COUNTY retains  
12 the option to terminate such service in the event the other city or cities that  
13 contract for the balance of the time of the employee providing the service no  
14 longer pay(s) for such service and CITY does not request the Agreement be  
15 amended to pay 100% of the cost of the employee providing such service.  
16 The Maximum Obligation of CITY set forth in Subsection G-2 shall be  
17 adjusted accordingly.
- 18 5. All services contracted for in this Agreement may not be operational on the  
19 precise date specified in this Agreement. In those instances, SHERIFF shall  
20 notify CITY Manager of the date or dates such service or services are to be  
21 implemented. SHERIFF shall reduce the monthly charges to CITY, based  
22 on the actual date of implementation of the service or services. Charges  
23 shall be reduced on the next monthly billing tendered in accordance with  
24 Subsection G-3 of this Agreement.
- 25 6. During emergencies, such as mutual aid situations, SHERIFF will attempt to  
26 leave in CITY the Lieutenant in charge of CITY Police Services. If SHERIFF  
27 determines that the Lieutenant is needed elsewhere, SHERIFF will notify  
28 CITY's Manager within four (4) hours. SHERIFF will return the Lieutenant to

1 **C. REGULAR SERVICES BY COUNTY:** (Continued)

2 CITY as soon as possible once the emergency situation is under control.

3 7. With respect to the licensing ordinances of CITY listed in Attachment B  
4 hereto, which is incorporated herein by this reference, SHERIFF shall  
5 receive applications for CITY licenses pursuant to said ordinances and  
6 complete investigations relating to such applications. Said investigations  
7 shall be forwarded to CITY Manager. COUNTY shall not provide any  
8 advisory, administrative, hearing or litigation attorney support or services  
9 related to licensing. COUNTY shall not provide any administrative or  
10 investigatory services related to the licensing ordinances listed in Attachment  
11 B hereto, except the investigations relating to initial applications for which  
12 this subsection provides.

13 8. With the limitations set forth below, SHERIFF, on behalf of COUNTY, and  
14 CITY Manager, on behalf of CITY, are authorized to execute written  
15 amendments to this Agreement to increase or decrease the level of service  
16 set forth in Attachment A, when SHERIFF and CITY Manager mutually agree  
17 that such increase or decrease in the level of service is appropriate. Any  
18 such amendment to the Agreement shall concomitantly increase or decrease  
19 the cost of services payable by CITY set forth in Attachment C and  
20 incorporated herein by this reference and the Maximum Obligation of CITY  
21 set forth in Subsection G-2, in accordance with the current year's COUNTY  
22 law enforcement cost study. SHERIFF and CITY Manager shall file copies  
23 of any such amendments to this Agreement with the Clerk of COUNTY's  
24 Board of Supervisors and CITY's Clerk. Amendments to this Agreement  
25 executed by SHERIFF and CITY Manager may not, in the aggregate,  
26 increase or decrease the cost of services payable by CITY by more than one  
27 percent (1%) of the total cost originally set forth in Attachment C and the  
28 Maximum Obligation originally set forth in Subsection G-2.

1 **C. REGULAR SERVICES BY COUNTY:** (Continued)

2 Prior approval by COUNTY's Board of Supervisors and CITY's Council is  
3 required before execution of any amendment that brings the aggregate total  
4 of changes in costs payable by CITY to more than one percent (1%) of the  
5 total cost originally set forth in Attachment C and the Maximum Obligation  
6 originally set forth in Subsection G-2 of this Agreement.

7 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:**

8 1. Enhanced services for events on CITY property. At the request of CITY,  
9 through its City Manager, SHERIFF may provide enhanced law enforcement  
10 services for functions, such as community events, conducted on property  
11 that is owned, leased or operated by CITY. SHERIFF shall determine  
12 personnel and equipment needed for such enhanced services. To the  
13 extent the services provided at such events are at a level greater than that  
14 specified in Attachment A of this Agreement, CITY shall reimburse COUNTY  
15 for such additional services, at an amount computed by SHERIFF, based on  
16 the current year's COUNTY law enforcement cost study. The cost of these  
17 enhanced services shall be in addition to the Maximum Obligation of CITY  
18 set forth in Subsection G-2 of this Agreement. SHERIFF shall bill CITY  
19 immediately after each such event.

20 2. Supplemental services for occasional events operated by private individuals  
21 and entities on non-CITY property. At the request of CITY, through its City  
22 Manager, and within the limitations set forth in this Subsection D-2,  
23 SHERIFF may provide supplemental law enforcement services to preserve  
24 the peace at special events or occurrences that occur on an occasional  
25 basis and are operated by private individuals or private entities on non-CITY  
26 property. SHERIFF shall determine personnel and equipment needed for  
27 such supplemental services, and will provide such supplemental services  
28 only if SHERIFF is able to do so without reducing the normal and regular

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 ongoing services that SHERIFF otherwise would provide to CITY pursuant to  
3 this Agreement. Such supplemental services shall be provided only by  
4 regularly appointed full-time peace officers, at rates of pay governed by a  
5 Memorandum of Understanding between COUNTY and the bargaining  
6 unit(s) representing the peace officers providing the services. Such  
7 supplemental services shall include only law enforcement duties and shall  
8 not include services authorized to be provided by a private patrol operator,  
9 as defined in Section 7582.1 of the Business and Professions Code. Law  
10 enforcement support functions, including, but not limited to, clerical functions  
11 and forensic science services, may be performed by non-peace officer  
12 personnel if the services do not involve patrol or keeping the peace and are  
13 incidental to the provision of law enforcement services. CITY shall reimburse  
14 COUNTY its full, actual costs of providing such supplemental services at an  
15 amount computed by SHERIFF, based on the current year's COUNTY law  
16 enforcement cost study. The cost of these supplemental services shall be in  
17 addition to the Maximum Obligation of CITY set forth in Subsection G-2 of  
18 this Agreement. SHERIFF shall bill CITY immediately after each such event.

- 19 3. Supplemental services for events operated by public entities on non-CITY  
20 property. At the request of CITY, through its City Manager, and within the  
21 limitations set forth in this Subsection D-3, SHERIFF may provide  
22 supplemental law enforcement services to preserve the peace at special  
23 events or occurrences that occur on an occasional basis and are operated  
24 by public entities on non-CITY property. SHERIFF shall determine personnel  
25 and equipment needed for such supplemental services, and will provide  
26 such supplemental services only if SHERIFF is able to do so without  
27 reducing services that SHERIFF otherwise would provide to CITY pursuant  
28 to this Agreement. CITY shall reimburse COUNTY its full, actual costs of

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 providing such supplemental services at an amount computed by SHERIFF,  
3 based on the current year's COUNTY law enforcement cost study. The cost  
4 of these supplemental services shall be in addition to the Maximum  
5 Obligation of CITY set forth in Subsection G-2 of this Agreement. SHERIFF  
6 shall bill CITY immediately after each such event.

7 4. Notwithstanding the foregoing, CITY, through its permit process, may utilize  
8 the services of SHERIFF at events, for which CITY issues permits, that are  
9 operated by private individuals or entities or public entities. SHERIFF shall  
10 determine personnel and equipment needed for said events. If said events  
11 are in addition to the level of services listed in Attachment A of this  
12 Agreement, CITY shall reimburse COUNTY for such additional services at  
13 an amount computed by SHERIFF, based upon the current year's COUNTY  
14 law enforcement cost study. The cost of these services shall be in addition to  
15 the Maximum Obligation of CITY set forth in Subsection G-2 of this  
16 Agreement. SHERIFF shall bill CITY immediately after said services are  
17 rendered.

18 5. In accordance with Government Code Section 51350, COUNTY has  
19 adopted Board Resolution 89-1160 which identifies Countywide services,  
20 including but not limited to helicopter response. SHERIFF through this  
21 contract provides enhanced helicopter response services. The cost of  
22 enhanced helicopter response services is included in the cost of services set  
23 forth in Attachment C and in the Maximum Obligation of CITY set forth in  
24 Subsection G-2. COUNTY shall not charge any additional amounts for  
25 enhanced helicopter services after the cost of services set forth in  
26 Attachment A and in the Maximum Obligation set forth in Subsection G-2  
27 has been established without written notification to the CITY.

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1 **E. PATROL VIDEO SYSTEMS:**

2 1. As part of the law enforcement services to be provided to CITY, COUNTY  
3 has provided, or will provide, patrol video systems (hereinafter called "PVS")  
4 that are or will be mounted in patrol vehicles designated by COUNTY for use  
5 within CITY service area.

6 2. SHERIFF has the exclusive right to use said PVS for law enforcement  
7 services related to this Agreement.

8 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and  
9 installation of Patrol Video Systems that are or will be mounted in patrol  
10 vehicles assigned to CITY, and b) recurring costs, as deemed necessary by  
11 COUNTY, including the costs of maintenance and contributions to a fund for  
12 replacement and upgrade of such PVS when they become functionally or  
13 technologically obsolete.

14 The costs to be paid by CITY for recurring costs, including maintenance and  
15 replacement/upgrade of PVS, are included in the costs set forth in  
16 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
17 G-2 of this Agreement unless CITY has already paid such costs. CITY shall  
18 not be charged additional amounts for maintenance or replacement/upgrade  
19 of said PVS during the period July 1, 2017 through June 30, 2018.

20 4. If, following the initial acquisition of PVS referenced above, CITY requires  
21 PVS for additional patrol cars designated for use in the CITY service area,  
22 COUNTY will purchase said additional PVS. Upon demand by COUNTY,  
23 CITY will pay to COUNTY a) the full costs of acquisition and installation of  
24 said additional PVS, and b) the full recurring costs for said PVS, as deemed  
25 necessary by COUNTY, including the costs of maintenance, and  
26 contributions to a fund for replacement and upgrade of such PVS when they  
27 become functionally or technologically obsolete. Said costs related to  
28 additional PVS are not included in, and are in addition to, the costs set forth

1 **E. PATROL VIDEO SYSTEMS: (Continued)**

2 in Attachment C and the Maximum Obligation of CITY set forth in Subsection  
3 G-2 of this Agreement.

- 4 5. COUNTY will replace and/or upgrade PVS as needed. The costs of  
5 replacing/upgrading PVS shall be paid by COUNTY from the  
6 replacement/upgrade funds to be paid by CITY in accordance with the  
7 foregoing. CITY shall not be charged any additional charge to replace or  
8 upgrade PVS.

9 **F. LICENSING SERVICES BY CITY:**

10 Upon receipt from SHERIFF of investigations of applications for licenses  
11 referred to in Subsection C-7 of this Agreement, CITY Manager shall determine  
12 whether to grant or deny the licenses and will issue the licenses or notify the  
13 applicants of denial. CITY shall provide all attorney services related to the  
14 granting, denial, revocation and administration of said licenses and the  
15 enforcement of CITY ordinances pertaining to said licenses.

16 **G. PAYMENT:**

- 17 1. Pursuant to Government Code Section 51350, CITY agrees to pay to  
18 COUNTY the full costs of performing the services mutually agreed upon in  
19 this Agreement. The costs of services include salaries, wages, benefits,  
20 mileage, services, supplies, equipment, and divisional, departmental and  
21 COUNTY General overhead.
- 22 2. Unless the level of service set forth in Attachment A is increased or  
23 decreased pursuant to mutual agreement of the parties, or CITY is required  
24 to pay for increases as set forth in Subsection G-4, the Maximum Obligation  
25 of CITY for services, other than Licensing Services, set forth in Attachment A  
26 of this Agreement, to be provided by COUNTY for the period July 1, 2017  
27 through June 30, 2018 shall be \$9,065,297 as set forth in Attachment C.

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1 **G. PAYMENT:** (Continued)

2 The overtime costs included in the Agreement are only an estimate.  
3 SHERIFF shall notify CITY of actual overtime worked during each fiscal  
4 year. If actual overtime worked is above or below budgeted amounts,  
5 billings will be adjusted accordingly at the end of the fiscal year. Actual  
6 overtime costs may exceed CITY's Maximum Obligation.

7 3. COUNTY shall invoice CITY, monthly for the period July 1, 2017 through  
8 June 30, 2018, said invoices will require payment of one-twelfth (1/12) of the  
9 Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement,  
10 as said Maximum Obligation may have been increased or decreased  
11 pursuant to mutual agreement of the parties. In addition, if a determination  
12 is made that increases described in Subsection G-4 must be paid, COUNTY  
13 thereafter shall include the pro-rata charges for such increases in its monthly  
14 invoices to CITY for the balance of the period between July 1, 2017 and  
15 June 30, 2018.

16 4a. At the time this Agreement is executed, there are unresolved issues  
17 pertaining to potential changes in salaries and benefits for COUNTY  
18 employees. The costs of such potential changes are not included in the  
19 Fiscal Year 2017-18 cost set forth in Attachment C nor in the Fiscal Year  
20 2017-18 Maximum Obligation of CITY set forth in Subsection G-2 of this  
21 Agreement. If the changes result in the COUNTY incurring or becoming  
22 obligated to pay for increased costs for or on account of personnel whose  
23 costs are included in the calculations of costs charged to CITY hereunder,  
24 CITY shall pay COUNTY, in addition to the Maximum Obligation set forth in  
25 Subsection G-2 of this Agreement, the full costs of said increases to the  
26 extent such increases are attributable to work performed by such personnel  
27 after July 1, 2017, and CITY's Maximum Obligation hereunder shall be  
28 deemed to have increased accordingly. CITY shall pay COUNTY in full for

1 **G. PAYMENT:** (Continued)

2 such increases on a pro-rata basis over the portion of the period between  
3 July 1, 2017 and June 30, 2018 remaining after COUNTY notifies CITY that  
4 increases are payable. If the changes result in the COUNTY incurring or  
5 becoming obligated to pay for decreased costs for or on account of  
6 personnel whose costs are included in the calculations of costs charged to  
7 CITY hereunder, COUNTY shall reduce the amount owed by the CITY to the  
8 extent such decreases are attributable to work performed by such personnel  
9 during the period July 1, 2017 through June 30, 2018, and CITY's Maximum  
10 Obligation hereunder shall be deemed to have decreased accordingly.  
11 COUNTY shall reduce required payment by CITY in full for such decreases  
12 on a pro-rata basis over the portion of the period between July 1, 2017 and  
13 June 30, 2018 remaining after COUNTY notifies CITY that the Maximum  
14 Obligation has decreased.

- 15 4b. If CITY is required to pay for increases as set forth in Subsection G-4a  
16 above, COUNTY, at the request of CITY, will thereafter reduce the level of  
17 service to be provided to CITY as set forth in Attachment A of this  
18 Agreement to a level that will make the Maximum Obligation of CITY  
19 hereunder for the period July 1, 2017 through June 30, 2018 an amount  
20 specified by CITY that is equivalent to or higher or lower than the Maximum  
21 Obligation set forth in Subsection G-2 for said period at the time this  
22 Agreement originally was executed. The purpose of such adjustment of  
23 service levels will be to give CITY the option of keeping its Maximum  
24 Obligation hereunder at the pre-increase level or at any other higher or lower  
25 level specified by CITY. In the event of such reduction in level of service  
26 and adjustment of costs, the parties shall execute an amendment to this  
27 Agreement so providing. Decisions about how to reduce the level of service  
28 provided to CITY shall be made by SHERIFF with the approval of CITY.

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- G. PAYMENT:** (Continued)
- 5. CITY shall pay COUNTY in accordance with COUNTY Board of Supervisors' approved County Billing Policy, which is attached hereto as Attachment D and incorporated herein by this reference.
  - 6. COUNTY shall charge CITY late payment penalties in accordance with County Billing Policy.
  - 7. As payment for the Licensing Services described in Subsection C-7 of this Agreement, COUNTY shall retain all fees paid by applicants for licenses pursuant to CITY ordinances listed in Attachment B hereto. Retention of said fees by COUNTY shall constitute payment in full to COUNTY for costs incurred by COUNTY in performing the functions related to licensing described in Subsection C-7; provided, however, that if any of said fees are waived or reduced by CITY, CITY shall pay to COUNTY the difference between the amount of fees retained by COUNTY and the fees that were set forth in the ordinances listed in Attachment B at the time this Agreement was executed. If CITY increases the fee schedule for the licensing ordinances set forth in Attachment B, either party shall have the right to seek amendment of this Agreement with respect to the division of the increased fees between CITY and COUNTY.
  - 8. Fees generated or collected by SHERIFF contract personnel for copying of documents related to the services provided in this Agreement will be at COUNTY-established rates and will be credited to CITY on an annual basis.
  - 9. Narcotic asset forfeitures will be handled pursuant to Attachment E hereto, which is incorporated herein by this reference.

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1 **H. NOTICES:**

2 1. Except for the notices provided for in Subsection 2 of this Section, all notices  
3 authorized or required by this Agreement shall be effective when written and  
4 deposited in the United States mail, first class postage prepaid and  
5 addressed as follows:

6 **CITY:** ATTN: CITY MANAGER  
7 22112 EL PASEO  
8 RANCHO SANTA MARGARITA, CA 92688

9  
10 **COUNTY:** ATTN: LAW ENFORCEMENT CONTRACT MANAGER  
11 SHERIFF-CORONER DEPARTMENT  
12 320 NORTH FLOWER STREET, SUITE 108  
13 SANTA ANA, CA 92703

14 2. Termination notices shall be effective when written and deposited in the  
15 United States mail, certified, return receipt requested and addressed as  
16 above.

17 **I. STATUS OF COUNTY:**

18 COUNTY is, and at all times shall be deemed to be, an independent contractor.  
19 Nothing herein contained shall be construed as creating the relationship of  
20 employer and employee, or principal and agent, between CITY and COUNTY or  
21 any of COUNTY's agents or employees. COUNTY and its SHERIFF shall retain  
22 all authority for rendition of services, standards of performance, control of  
23 personnel, and other matters incident to the performance of services by  
24 COUNTY pursuant to this Agreement. COUNTY, its agents and employees  
25 shall not be entitled to any rights or privileges of CITY employees and shall not  
26 be considered in any manner to be CITY employees.

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1 **J. STATE AUDIT:**

2 Pursuant to Government Code Section 8546.7, CITY and COUNTY shall be  
3 subject to examination and audit by the State Auditor for a period of three (3)  
4 years after final payment by CITY to COUNTY under this Agreement. CITY and  
5 COUNTY shall retain all records relating to the performance of this Agreement  
6 for said three-year period, except that those records pertaining to any audit then  
7 in progress, or to any claims or litigation, shall be retained beyond said three-  
8 year period, until final resolution of said audit, claim or litigation.

9 **K. ALTERATION OF TERMS:**

10 This Agreement fully expresses all understanding of CITY and COUNTY with  
11 respect to the subject matter of this Agreement and shall constitute the total  
12 Agreement between the parties for these purposes. No addition to or alteration  
13 of the terms of this Agreement shall be valid unless made in writing, formally  
14 approved and executed by duly authorized agents of both parties.

15 **L. INDEMNIFICATION:**

16 1. COUNTY, its officers, agents, employees, subcontractors and independent  
17 contractors shall not be deemed to have assumed any liability for the  
18 negligence or any other act or omission of CITY or any of its officers, agents,  
19 employees, subcontractors or independent contractors, or for any dangerous  
20 or defective condition of any public street or work or property of CITY, or for  
21 any illegality or unconstitutionality of CITY's municipal ordinances. CITY  
22 shall indemnify and hold harmless COUNTY and its elected and appointed  
23 officials, officers, agents, employees, subcontractors and independent  
24 contractors from any claim, demand or liability whatsoever based or asserted  
25 upon the condition of any public street or work or property of CITY, or upon  
26 the illegality or unconstitutionality of any municipal ordinance of CITY that  
27 SHERIFF has enforced, or upon any act or omission of CITY, or its elected  
28 and appointed officials, officers, agents, employees, subcontractors or

1 **L. INDEMNIFICATION: (Continued)**

2 independent contractors related to this Agreement, including, but not limited  
3 to, any act or omission related to the maintenance or condition of any vehicle  
4 or motorcycle that is owned or possessed by CITY and used by COUNTY  
5 personnel in the performance of this Agreement, for property damage, bodily  
6 injury or death or any other element of damage of any kind or nature, and  
7 CITY shall defend, at its expense including attorney fees, and with counsel  
8 approved in writing by COUNTY, COUNTY and its elected and appointed  
9 officials, officers, agents, employees, subcontractors and independent  
10 contractors in any legal action or claim of any kind based or asserted upon  
11 such condition of public street or work or property, or illegality or  
12 unconstitutionality of a municipal ordinance, or alleged acts or omissions. If  
13 judgment is entered against CITY and COUNTY by a court of competent  
14 jurisdiction because of the concurrent active negligence of either party, CITY  
15 and COUNTY agree that liability will be apportioned as determined by the  
16 court. Neither party shall request a jury apportionment.

- 17 2. COUNTY shall indemnify and hold harmless CITY and its elected and  
18 appointed officials, officers, agents, employees, subcontractors and  
19 independent contractors from any claim, demand or liability whatsoever  
20 based or asserted upon any act or omission of COUNTY or its elected and  
21 appointed officials, officers, agents, employees, subcontractors or  
22 independent contractors related to this Agreement, for property damage,  
23 bodily injury or death or any other element of damage of any kind or nature,  
24 and COUNTY shall defend, at its expense, including attorney fees, and with  
25 counsel approved in writing by CITY, CITY and its elected and appointed  
26 officials, officers, agents, employees, subcontractors and independent  
27 contractors in any legal action or claim of any kind based or asserted upon  
28 such alleged acts or omissions.



1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:**

2 1. COUNTY has established a Traffic Violator Apprehension Program [“the  
3 Program”], which is operated by SHERIFF, and is designed to reduce  
4 vehicle accidents caused by unlicensed drivers and drivers whose licenses  
5 are suspended and to educate the public about the requirements of the  
6 Vehicle Code and related safety issues with regard to driver licensing,  
7 vehicle registration, vehicle operation, and vehicle parking. The Program  
8 operates throughout the unincorporated areas of the COUNTY and in the  
9 cities that contract with COUNTY for SHERIFF’s law enforcement services,  
10 without regard to jurisdictional boundaries, because an area-wide approach  
11 to reduction of traffic accidents and driver education is most effective in  
12 preventing traffic accidents. In order for CITY to participate in the Program,  
13 CITY has adopted a fee pursuant to Vehicle Code Section 22850.5, in the  
14 amount and under the terms and conditions set forth in the resolution that is  
15 attached hereto as Attachment F and incorporated into this Agreement by  
16 reference [hereinafter called a “TVAP resolution”], and has directed that the  
17 revenue from such fee be used for the Program. CITY’s participation in the  
18 Program may be terminated at any time by rescission or amendment of the  
19 TVAP resolution that is attached hereto as Attachment F. In the event CITY  
20 1) amends said TVAP resolution, or rescinds said resolution and adopts a  
21 new TVAP resolution pertaining to the above-referenced fee and the  
22 Program, and 2) remains a participant in the Program thereafter, CITY’s  
23 Manager, on behalf of CITY, and SHERIFF, on behalf of COUNTY, have  
24 authority to execute an amendment of this Agreement to substitute CITY’s  
25 amended or new resolution for Attachment F hereto, as long as said  
26 amendment to this Agreement does not materially change any other  
27 provision of this Agreement.

28 //

- 1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)
- 2 2. COUNTY will make available for review, at the request of CITY, all financial
- 3 data related to the Program as may be requested by CITY.
- 4 3. Fee revenue generated by COUNTY and participating cities will be used to
- 5 fund the following positions, which will be assigned to the Program:
- 6 • Ten one hundredths of one (0.10) Sergeant
- 7 (8 hours per two-week pay period)
- 8 • One (1) Staff Specialist
- 9 (80 hours per two-week pay period)
- 10 • One (1) Office Specialist
- 11 (80 hours per two-week pay period)
- 12 4. Fee revenue generated by CITY may be used to reimburse CITY for
- 13 expenditures for equipment and/or supplies directly in support of the
- 14 Program. In order for an expenditure for equipment and/or supplies to be
- 15 eligible for reimbursement, the CITY shall submit a request for and obtain
- 16 pre-approval of the expenditure by using the form as shown in Attachment G.
- 17 The request shall be submitted within the budget schedule established by the
- 18 SHERIFF. The SHERIFF shall approve the expenditure only if both of the
- 19 following conditions are satisfied: 1) there are sufficient Program funds,
- 20 attributable to revenue generated by CITY'S fee, to pay for the requested
- 21 purchase, and 2) CITY will use the equipment and/or supplies, during their
- 22 entire useful life, only for purposes authorized by its TVAP resolution in effect
- 23 at the time of purchase.
- 24 In the event that CITY terminates its participation in the Program, CITY
- 25 agrees that the equipment purchased by CITY and reimbursed by Program
- 26 funds will continue to be used, during the remainder of its useful life,
- 27 exclusively for the purposes authorized by CITY's TVAP resolution in effect
- 28 at the time of purchase.

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)

2 5. In the event the fees adopted by COUNTY, CITY and other participating  
3 jurisdictions are not adequate to continue operation of the Program at the  
4 level at which it operated previously, COUNTY, at the option of CITY, will  
5 reduce the level of Program service to be provided to CITY or will continue to  
6 provide the existing level of Program services. COUNTY will charge CITY  
7 the cost of any Program operations that exceed the revenue generated by  
8 fees. Such charges shall be in addition to the Maximum Obligation of CITY  
9 set forth in Subsection G-2 of this Agreement. The amount of any revenue  
10 shortfall charged to CITY will be determined, at the time the revenue shortfall  
11 is experienced, according to CITY’s share of Program services rendered. In  
12 the event of a reduction in level of Program service, termination of Program  
13 service or adjustment of costs, the parties shall execute an amendment to  
14 this Agreement so providing. Decisions about how to reduce the level of  
15 Program service provided to CITY shall be made by SHERIFF with the  
16 approval of CITY.

17 **N. MOBILE DATA COMPUTERS:**

- 18 1. As part of the law enforcement services to be provided to CITY, COUNTY  
19 has provided, or will provide, mobile data computers (hereinafter called  
20 “MDCs”) that are or will be mounted in patrol vehicles and motorcycles,  
21 designated by COUNTY for use within CITY limits.
- 22 2. SHERIFF has the exclusive right to use said MDCs for law enforcement  
23 services related to this Agreement.

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1 **N. MOBILE DATA COMPUTERS: (Continued)**

2 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and  
3 installation of MDCs that are or will be mounted in patrol vehicles and  
4 motorcycles assigned to CITY, and b) recurring costs, as deemed necessary  
5 by COUNTY, including the costs of maintenance and contributions to a fund  
6 for replacement and upgrade of such MDCs when they become functionally  
7 or technologically obsolete.

8 The costs to be paid by CITY for recurring costs, including maintenance and  
9 replacement/upgrade of MDCs, are included in the costs set forth in  
10 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
11 G-2 of this Agreement unless CITY has already paid such costs. CITY shall  
12 not be charged additional amounts for maintenance or replacement/upgrade  
13 of said MDCs during the period July 1, 2017 through June 30, 2018.

14 4. If, following the initial acquisition of MDCs referenced above, CITY requires  
15 MDCs for additional patrol cars or motorcycles designated for use in CITY,  
16 or for CITY Emergency Operations Center, COUNTY will purchase said  
17 additional MDCs. Upon demand by COUNTY, CITY will pay to COUNTY a)  
18 the full costs of acquisition and installation of said additional MDCs, and b)  
19 the full recurring costs for said MDCs, as deemed necessary by COUNTY,  
20 including the costs of maintenance, and contributions to a fund for  
21 replacement and upgrade of such MDCs when they become functionally or  
22 technologically obsolete. Said costs related to additional MDCs are not  
23 included in, and are in addition to, the costs set forth in Attachment C and  
24 the Maximum Obligation of CITY set forth in Subsection G-2 of this  
25 Agreement.

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1 **N. MOBILE DATA COMPUTERS:** (Continued)

2 5. COUNTY will replace and/or upgrade MDCs as needed. The costs of  
3 replacing/upgrading MDCs shall be paid by COUNTY from the  
4 replacement/upgrade funds to be paid by CITY in accordance with the  
5 foregoing. CITY shall not be charged any additional charge to replace or  
6 upgrade MDCs.

7 **O. E-CITATION UNITS:**

8 1. As part of the law enforcement services to be provided to CITY, COUNTY  
9 has provided, or will provide, E-Citation units designated by COUNTY for  
10 use within CITY limits.

11 2. SHERIFF has the exclusive right to use said E-Citation units for law  
12 enforcement services related to this Agreement.

13 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of  
14 E-Citation units that are assigned to CITY, and b) recurring costs, as  
15 deemed necessary by COUNTY, including the costs of maintenance and  
16 contributions to a fund for replacement and upgrade of such E-Citation units  
17 when they become functionally or technologically obsolete.

18 The costs to be paid by CITY for recurring costs, including maintenance and  
19 replacement/upgrade of E-Citation units, are included in the costs set forth in  
20 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
21 G-2 of this Agreement unless CITY has already paid such costs. CITY shall  
22 not be charged additional amounts for maintenance or replacement/upgrade  
23 of said E-Citation units during the period July 1, 2017 through June 30,  
24 2018.

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1 **O. E-CITATION UNITS:** (Continued)

2 4. If, following the initial acquisition of E-Citation units referenced above, CITY  
3 requires E-Citation units designated for use in CITY, COUNTY will purchase  
4 said additional E-Citation units. Upon demand by COUNTY, CITY will pay to  
5 COUNTY a) the full costs of acquisition of said additional E-Citation units,  
6 and b) the full recurring costs for said E-Citation units, as deemed necessary  
7 by COUNTY, including the costs of maintenance, and contributions to a fund  
8 for replacement and upgrade of such E-Citation units when they become  
9 functionally or technologically obsolete. Said costs related to additional  
10 E-Citation units are not included in, and are in addition to, the costs set forth  
11 in Attachment C and the Maximum Obligation of CITY set forth in Subsection  
12 G-2 of this Agreement.

13 5. COUNTY will replace and/or upgrade E-Citation units as needed. The costs  
14 of replacing/upgrading E-Citation units shall be paid by COUNTY from the  
15 replacement/upgrade funds to be paid by CITY in accordance with the  
16 foregoing. CITY shall not be charged any additional charge to replace or  
17 upgrade E-Citation units.

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**IN WITNESS WHEREOF**, the parties have executed the AGREEMENT  
in the County of Orange, State of California.

DATED: \_\_\_\_\_

CITY OF RANCHO SANTA MARGARITA

ATTEST: \_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
City Attorney

-----  
DATED: \_\_\_\_\_

COUNTY OF ORANGE

BY: \_\_\_\_\_  
Chairwoman of the Board of Supervisors  
County of Orange, California

SIGNED AND CERTIFIED THAT A COPY OF THIS  
AGREEMENT HAS BEEN DELIVERED TO THE CHAIR  
OF THE BOARD PER G.C. Sec. 25103, Reso 79-1535  
Attest:

\_\_\_\_\_  
Robin Stieler  
Clerk of the Board  
County of Orange, California

APPROVED AS TO FORM:  
Office of the County Counsel  
County of Orange, California

BY: *Nicole Adams*  
Deputy

DATED: 5/23/17

**ORANGE COUNTY SHERIFF-CORONER  
FY 2017-18 LAW ENFORCEMENT CONTRACT  
CITY OF RANCHO SANTA MARGARITA  
"REGULAR SERVICES BY COUNTY"  
(Subsection C-3)**

**LEVEL OF SERVICE PROVIDED BY SHERIFF:**

Title	Detail	Quantity	Frequency
<b>MANAGEMENT:</b>			
Lieutenant		1.00	
<b>SUPERVISION:</b>			
Sergeant	Administrative	1.00	80 hrs./ per two wk. pay period
Sergeant	Patrol	2.00	each, 80 hrs./ per two wk. pay period
<b>INVESTIGATION SERVICES:</b>			
Investigator		1.00	80 hrs./ per two wk. pay period
Investigative Assistant		1.00	80 hrs./ per two wk. pay period
Investigative Assistant		0.33	26.40 hrs./ per two wk. pay period
<b>PATROL, TRAFFIC, COMMUNITY SUPPORT, AND SPECIAL ENFORCEMENT SERVICES*:</b>			
Deputy Sheriff II	(Patrol, MC, SET, DET & Child Safety)	21.00	each, 80 hrs./ per two wk. pay period
<b>ADDITIONAL SERVICES*:</b>			
Community Services Officer	Traffic	2.00	each, 80 hrs./ per two wk. pay period
Crime Prevention Specialist	Crime Prevention	1.00	80 hrs./ per two wk. pay period
<b>TOTAL</b>		<b>30.33</b>	

\* Deployment to be determined by SHERIFF in cooperation with CITY Manager

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation
<b>TRAFFIC:</b>			
Sergeant	Traffic	0.60	4.88%
Deputy Sheriff II	Traffic	4.00	4.88%
Investigative Assistant	Traffic	2.00	4.88%
Office Specialist	Traffic	1.00	4.88%
<b>AUTO THEFT:</b>			
Sergeant	Auto Theft	0.30	2.11%
Investigator	Auto Theft	2.00	2.11%
Investigative Assistant	Auto Theft	1.00	2.11%
Office Specialist	Auto Theft	1.00	2.11%
<b>DET:</b>			
Sergeant	DET	1.00	13.84%
Investigator	DET	1.00	13.84%
<b>SUBPOENA:</b>			
Office Specialist	Subpoena	1.00	7.25%
<b>COURTS:</b>			
Investigative Assistant	Courts	2.00	15.94%
<b>MOTORCYCLE (shared Supervision):</b>			
Sergeant	Motorcycle Supervision	1.00	6.90%
<b>TOTAL</b>		<b>17.90</b>	



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**ATTACHMENT B**

**CITY OF RANCHO SANTA MARGARITA**

**ORDINANCE NO. 0016**

**LICENSING**

BINGO GAME

BINGO OFFICIAL

CANVASSER/SOLICITOR

DANCE INSTRUCTOR (NUDE)

DANCE STUDIO (NUDE)

ESCORT

ESCORT BUREAU

FIGURE MODEL (NUDE)

FIGURE MODEL STUDIO (NUDE)

GUN DEALER

INTERLOCUTRIX (NUDE)

INTRODUCTORY SERVICE

JUNK COLLECTOR

JUNK DEALER

MESSAGE PARLOR (Includes FBI Fees)

MASSAGIST (Includes FBI Fees)

PEDDLER

POOL ROOM

PUBLIC DANCE

RAP SESSION (NUDE)

SECONDHAND DEALER (Pawnbroker)

TAXICAB STAND

**ORANGE COUNTY SHERIFF-CORONER  
FY 2017-18 LAW ENFORCEMENT CONTRACT  
CITY OF RANCHO SANTA MARGARITA**

**"PAYMENT"  
(Subsection G-2)**

**COST OF SERVICES PROVIDED BY SHERIFF (Subsection G-2):**

Title	Detail	Quantity	Cost of Service (each)	Cost of Service Total
<b>MANAGEMENT:</b>				
Lieutenant		1.00	\$ 369,712	\$ 369,712
<b>SUPERVISION:</b>				
Sergeant	Administrative	1.00	\$ 311,081	\$ 311,081
Sergeant	Patrol	2.00	\$ 311,081	\$ 622,162
<b>INVESTIGATION SERVICES:</b>				
Investigator		1.00	\$ 302,061	\$ 302,061
Investigative Assistant		1.00	\$ 162,875	\$ 162,874
Investigative Assistant		0.33	\$ 162,875	\$ 53,750
<b>PATROL, TRAFFIC, COMMUNITY SUPPORT AND SPECIAL ENFORCEMENT SERVICES:</b>				
Deputy Sheriff II	(Patrol, MC, SET, DET & Child Safety)	21.00	\$ 256,189	\$ 5,379,969
<b>ADDITIONAL SERVICES:</b>				
Community Services Officer	Traffic	2.00	\$ 122,360	\$ 244,720
Crime Prevention Specialist	Crime Prevention	1.00	\$ 100,627	\$ 100,627
<b>TOTAL POSITIONS</b>		<b>30.33</b>		<b>\$ 7,546,956</b>

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation	Cost \$
<b>TRAFFIC:</b>				
Sergeant	Traffic	0.60	4.88%	\$ 10,354
Deputy Sheriff II	Traffic	4.00	4.88%	\$ 50,189
Investigative Assistant	Traffic	2.00	4.88%	\$ 12,232
Office Specialist	Traffic	1.00	4.88%	\$ 4,862
<b>AUTO THEFT:</b>				
Sergeant	Auto Theft	0.30	2.11%	\$ 2,237
Investigator	Auto Theft	2.00	2.11%	\$ 12,348
Investigative Assistant	Auto Theft	1.00	2.11%	\$ 2,660
Office Specialist	Auto Theft	1.00	2.11%	\$ 2,151
<b>DET:</b>				
Sergeant	DET	1.00	13.84%	\$ 61,169
Investigator	DET	1.00	13.84%	\$ 51,236
<b>SUBPOENA:</b>				
Office Specialist	Subpoena	1.00	7.25%	\$ 6,805
<b>COURTS:</b>				
Investigative Assistant	Courts	2.00	15.94%	\$ 37,773
<b>MOTORCYCLE (shared Supervision):</b>				
Sergeant	Motorcycle Supervision	1.00	6.90%	\$ 22,970
<b>TOTAL REGIONAL/SHARED</b>		<b>17.90</b>		<b>\$ 276,986</b>

**OTHER CHARGES AND CREDITS (Subsection G-2):****OTHER CHARGES:**

Other Charges include: Annual leave paydowns and apportionment of cost of leave balances paid at end of employment; premium pay for bilingual staff; contract administration; data line charges; direct services and supplies; enhanced helicopter response services; E-Citation recurring costs for nine (9) units; facility lease; holiday pay; Integrated Law & Justice of Orange County fees; Mobile Data Computer (MDC) recurring cost for eighteen and a half (18.5) units; on-call pay; overtime; patrol training cost allocation; Patrol Video System (PVS) recurring cost for fourteen and a half (14.5) units; and transportation charges.

**CREDITS:**

Credits include: Estimated vacancy credits; false alarm fees; reimbursement for training and miscellaneous programs; and retirement rate discount for FY 2017-18.

<b>TOTAL OTHER CHARGES AND CREDITS</b>	<b>\$ 1,241,355</b>
<b>TOTAL COST OF SERVICES (Subsection G-2)</b>	<b>\$ 9,065,297</b>

**ATTACHMENT D****COUNTY BILLING POLICY  
APPROVED BY BOARD MINUTE ORDER DATED OCTOBER 27, 1992****I. POLICY**

All County agencies/departments/districts (County) governed by the Board of Supervisors shall bill contracting entities for materials and/or services provided under contract in accordance with the following standardized billing and collection policy. Billing frequency is dependent on whether the contract is a fixed price or actual cost contract. Payment due date is designed to be both responsive to the County's cash flow needs and reasonable enough as to not require special processing by the contracting entity. If payments are not received by the required due dates, a late payment fee shall be computed and billed to the contracting entity in accordance with the requirements of this procedure.

Nothing herein shall affect the liability, including pre-judgment interest, of the contracting party for services or materials in as much as this is a policy to enact standard billing practices.

**II. DEFINITIONS**

- A. Contract for the purposes of this policy - A contract is a formal written agreement, a purchase order from the contracting entity, or any other acceptable mutual understanding between the contracting parties.
- B. Received by the County - The phrase "received by the County", as used in Section VI of this policy, refers to the date a payment is received by the County. It is defined as the date the payment is in the County's possession. It is not the date the payment is posted or deposited by the County.

**III. FIXED PRICE CONTRACTS**

- A. Fixed Price (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued no later than five (5) working days after delivery by the County of the materials and/or services. Examples of such one-time, non-recurring provision of materials and/or services might be a city contracting with the Sheriff for security service at a parade or sporting event; or, a city purchasing a computer listing containing certain city-requested data. Payment due date shall be invoice date plus 30 days.
- B. Fixed Price (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued according to the following frequency:
  - 1. Annual Billings that total \$10,000 or less per 12-month period shall be billed via one (1) annual invoice. Annual invoices will be issued for each 12-month period of the contract, or portions thereof. Invoices shall be issued no later than five working days after the beginning of each 12-month period. Payment due date shall be invoice date plus 30 days.

2. Quarterly Billings that are greater than \$10,000 but not more than \$200,000 per 12-month period, shall be billed in quarterly installments. Quarterly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into four (4) installments. Invoices shall be issued no later than 30 days after the beginning of each quarter. Payment due date shall be 60 days after the beginning of each calendar quarter.
3. Monthly Billings that are greater than \$200,000 per 12-month period shall be billed in monthly installments. Monthly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into 12 installments. Invoices shall be issued on or before the first day of each service month. Payment due date shall be 30 days after the beginning of each service month.

An example of a fixed price contract for ongoing, recurring provision of materials and/or services might be a city contracting with the Sheriff for law enforcement services.

#### IV. ACTUAL COST CONTRACTS

- A. Actual Cost (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued after delivery by the County of the materials and/or services and no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.
- B. Actual Cost (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued on a monthly basis and shall represent the cost of materials and/or services provided to the contracting entity during the previous calendar month. Such invoices shall be issued no later than 15 days after the close of the monthly billing period. If the County agency/department/district does not utilize a monthly billing cycle, the invoice shall be issued no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.

Examples of actual cost contracts for the ongoing, recurring provision of materials and/or services might be a city contracting with the County for communications equipment repair or waste disposal at a County landfill.

#### V. PAYMENT DUE DATES

Notwithstanding the provisions of Sections II and III above, payment due date shall be at least invoice date plus 30 days. If the County is late in issuing an invoice, the contracting entity would always have at least invoice date plus 30 days to pay. If the County is early in issuing an invoice, the contracting entity would still have a payment due date of either 60 days after the beginning of the quarter (quarterly invoices) or 30 days after the beginning of the service month (monthly invoices).

(EXAMPLES: An invoice for October service, dated and issued October 8 (late) would have a payment due date of November 7. An invoice for August service, dated and issued July 20 (early) would have a payment due date of August 30.)

## VI. LATE CHARGES

The late payment of any invoiced amount by a contracting entity will cause the County to incur costs not contemplated by the County/contracting entity agreement, the exact amount of such cost will be extremely difficult to ascertain. Such costs include, but are not limited to, costs such as administrative follow-up and processing of delinquent notices, increased accounting costs, etc.

Late charges will be assessed in the following situations:

- Over-the-counter payments will be assessed a late charge if any payment is not received by the County by the payment due date.
- Payments transmitted to the County via the U.S. Mail that have the payer's postage meter mark will be assessed a late charge if any payment is not received by the County by the payment due date plus one day.
- Payments transmitted to the County via the U.S. Mail that have a U.S. Post Office postmark dated after the payment due date will be assessed a late charge.

The late charge assessed in each of these situations shall be three-quarters of one percent (0.75%) of the payment due and unpaid plus \$100.00 for late payments made within 30 days of the payment due date. An additional charge of three-quarters of one percent (0.75%) of said payment shall be added for each additional 30-day period that the payment remains unpaid. Late charges shall be added to the payment and invoiced to the contracting entity in accordance with this policy.

## VII. COLLECTIONS

Any invoice remaining unpaid 90 days after the invoice date shall be referred to the Auditor-Controller for subsequent collection action, such as deduction from contracting entity moneys on deposit with the County Treasurer in accordance with Government Code Section 907 and any other applicable provision of law. Non-payment of invoices and applicable late charges will constitute a breach of contract for which the County retains all legal remedies including termination of the contract.

## VIII. DISCOUNT FOR EARLY PAYMENT

Any payment received by the County from a contracting entity 20 days or more before the payment due date shall be entitled to a discount of one-quarter of one percent (0.25%). If the contracting entity takes a discount, and the payment is received by the County less than 20 days before the payment due date, County staff shall immediately notify the contracting entity by telephone that the discount should not have been taken and that the balance is due by the original payment due date.

If the balance is not received by the County in accordance with the dates as specified in Section VII, applicable late charges shall be calculated on the balance due.

**IX. DEFERRED REVENUE**

At fiscal year end, any portion of revenue invoiced (not necessarily received) during the fiscal year being closed out that represents charges or prepayment for materials and/or services for the upcoming fiscal year shall be reclassified from a revenue account to a deferred revenue account (liability). In the new fiscal year the deferred revenue shall be reclassified to a revenue account. (EXAMPLE: On June 1, 19X1, a city is invoiced \$48,000 which represents charges for the 12-month period June 1, 19X1 to May 31, 19X2. The amount to be reclassified to deferred revenue would be \$44,000, representing 11/12ths of the total amount. In July 19X1, the \$44,000 would be reclassified to revenue.) Reclassification entries shall be made by Auditor-Controller Agency Accounting units, or for those agencies/departments/districts without such a unit, the agency/department/district shall notify the Auditor-Controller of the amounts to be reclassified.

**X. COST RECOVERY**

All County agencies/department/districts shall include all costs of providing contracted services in contract rates. Including all direct costs, allocated indirect costs such as departmental and County (CWCAP) overhead, and cost of capital financing.

**XI. EXISTING CONTRACTS**

Billing terms and provisions contained in existing contracting entity agreements (existing as of the date this policy is approved by the Board of Supervisors) shall remain in effect for the life of the contract. However, when these existing contracts are renegotiated, they shall contain the billing provisions as set forth in this policy.

**XII. DEVIATIONS FROM POLICY**

Deviations from this policy shall be approved by the Board of Supervisors. Proposed deviations by agencies/departments/districts shall be submitted to the CEO for concurrence in advance of filing an Agenda Item Transmittal (AIT) with the Clerk of the Board. The CEO, or his/her designee, shall advise the agency/department/district of approval or disapproval of the proposed deviations. If a County agency/department/district submits a contract to the Board of Supervisors for approval, and the billing provisions in the contract deviate from this policy, the agency/department/district shall specifically advise the Board of Supervisors in the AIT of the deviation, the reason for the deviation, and of the CEO's recommendation relative thereto.

**ATTACHMENT E****POLICY FOR DISTRIBUTION OF FORFEITED AND SEIZED ASSETS****BACKGROUND**

The Orange County Sheriff's Department provides contract law enforcement services to cities in Orange County. Because of the increased likelihood that contracted patrol or investigation personnel may become involved in significant narcotic seizures, which could affect law enforcement services provided by the Sheriff's Department to contract cities, the following policy is in effect.

**1. NON-RNSP CONTRACTED PATROL AND INVESTIGATION OFFICERS**

When assets (cash or property) are seized in CITY by contracted patrol or investigation personnel other than RNSP personnel, and subsequently forfeited to COUNTY, the forfeited assets shall be shared with CITY as set forth below, for the purpose of augmenting law enforcement services in CITY, subject to approval by the forfeiting agency (U.S. Attorney or State) of such sharing and use of forfeited assets. A portion of forfeited assets may be retained by COUNTY's Sheriff Department, hereinafter referred to as "SHERIFF", to pay for departmental expenses not recovered through law enforcement contracts.

In such cases, SHERIFF shall apply to the forfeiting agency for the return of a share of the assets to COUNTY. In his application, SHERIFF shall specify the percentage of shared assets returned to COUNTY that will be used to augment law enforcement services in CITY and the use of said assets by CITY.

In those cases in which assets are seized within CITY by non-RNSP personnel assigned to CITY pursuant to this Agreement, without the involvement of other law enforcement personnel, and in which the seizure is a result solely of activities self-initiated by non-RNSP SHERIFF personnel assigned to CITY or initiated by said personnel in response to calls for service within CITY, SHERIFF shall apply to have all of the assets used to augment CITY law enforcement services.

In those cases in which non-RNSP SHERIFF personnel assigned to CITY pursuant to this Agreement play an ancillary role in a seizure or in which other law enforcement personnel are involved in a seizure, SHERIFF shall determine the percentage of the total forfeited assets for which he will apply to augment CITY's law enforcement services. This determination will be based on the circumstances of the seizure, including the pro-rata involvement of all personnel, including those assigned to CITY.

Each seizure will be evaluated on an individual and independent basis, and said evaluations will be available for review to CITY's manager. Examples of those incidents which would be evaluated as set forth in this section include situations in which a contract patrol deputy provides uniformed backup at a SHERIFF's Narcotic Bureau search warrant location or in which contract investigators participate in the service of a search warrant that was initiated by non-contract law enforcement personnel.

## NON-RNSP CONTRACTED PATROL AND INVESTIGATION OFFICERS (Continued)

Assets (cash or property) that are returned to COUNTY by the forfeiting agency with the understanding that they will be used to augment CITY law enforcement services shall be used by CITY and COUNTY only for such purposes. If the forfeiting agency attaches additional or more specific conditions to the use of said assets, CITY and COUNTY shall also abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency.

Subject to conditions imposed by the forfeiting agency and to the requirement that forfeited assets be used to augment law enforcement services, COUNTY shall place forfeited cash, or cash from the sale of forfeited assets in an interest-bearing account for use in CITY in compliance with the forfeiting agency's regulations.

## 2. CONTRACTED REGIONAL NARCOTICS SUPPRESSION PROGRAM (RNSP) OFFICERS

Assets forfeited as a result of activities conducted by contracted RNSP officers will be used to augment CITY's law enforcement services. Because activities of this type result from the efforts of both contracted officers and other RNSP officers, the percentage of sharing will be determined pursuant to the RNSP Memorandum of Understanding in effect at the time of the seizure. Said Memorandum of Understanding provides that assets are distributed according to percentage amounts based on the number of sworn personnel participating in the RNSP at the time of the seizure. The number of personnel in RNSP, as well as the number of participating agencies in RNSP, may fluctuate during the course of a contract year, thereby affecting the percentage amounts distributed to participating agencies. The percentage amounts distributed to participating agencies may also be affected by action taken by the RNSP Executive Board.

CITY will use RNSP forfeited assets only to augment CITY's law enforcement services. If the forfeiting agency or applicable RNSP Memorandum of Understanding attaches any additional or more specific conditions on the use of said assets, CITY shall abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency and the RNSP Memorandum of Understanding.

Subject to conditions imposed by the forfeiting agency and the RNSP Memorandum of Understanding and to the requirement that RNSP forfeited assets be used to augment law enforcement services, COUNTY shall place forfeited cash or cash from the sale of forfeited assets in an interest-bearing account for use in CITY in compliance with the forfeiting agency's regulations and the RNSP Memorandum of Understanding.



**ORANGE COUNTY SHERIFF-CORONER  
TRAFFIC VIOLATOR APPREHENSION PROGRAM**

<b>REQUEST</b>	<b>CONTRACT CITY</b>			
	Participating City Request to Purchase From the TVA in FY	Date		
	<u><b>QUANTITY</b></u>	<u><b>ITEM DESCRIPTION</b></u>	<u><b>APPLICABILITY TO TVA PROGRAM</b></u>	<u><b>ESTIMATED COST</b></u>
<b>CERTIFICATION</b>	<p>THE CITY CERTIFIES THAT THE EQUIPMENT PURCHASED BY CITY AND TO BE REIMBURSED BY PROGRAM FUNDS WILL BE USED FOR ITS ENTIRE USEFUL LIFE EXCLUSIVELY FOR THE PURPOSES OF THE TRAFFIC VIOLATOR APPREHENSION PROGRAM</p> <p>CITY MANAGER REQUEST:</p> <p>Printed Name _____</p> <p>Signature: _____ DATE _____</p>			
	<b>ORANGE COUNTY SHERIFF-CORONER DEPARTMENT</b>			
<b>APPROVALS</b>				
	<p><b>Recommended For Approval</b></p> <p>CITY POLICE SERVICES CHIEF</p>	<p>MANAGER – TVA PROGRAM</p>		

OCSD  
BUDGET  
USE ONLY